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**Malahide Parish**

**DOCUMENT: Child Protection Service**

**TITLE: Rent / Use of Parish Premises      DATE: 01.06.2023**

**ISSUED BY: Co-Parish Priest                      APPROVED BY: Parish Council**

**REF. NO: CPS 09                                      REVISION: 12**

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1.     **PURPOSE**

To ensure that those renting or using free of charge, any premises under the control of St Sylvester's Parish comply with of the Parish requirements in respect of child protection.

2.     **Scope**

This procedure applies to all premises under the control of St Sylvester's Parish. (Appendix 2 must be completed in all cases)

3.     **RESPONSIBILITY**

Implementation: Co-Parish Priest

Authority to Change: Parish Pastoral Council

**PROCEDURE**

4.1    Groups or individuals wishing to rent any premises under the control of St Sylvester's Parish will comply with the Parish requirements in respect of child protection.

4.2    Each group leader or individual wishing to rent a premises, will be given a copy of the Parish Code of Conduct – (See Appendix 2) which must be completed in all cases)

They will be asked on an annual basis to read, date and to sign a copy stating that they have read, understood and will abide by the Parish Code of Conduct.

4.3    This signed statement will be kept on file along with the rental agreement. (Appendix 3 – Rental Checklist must be completed in all cases)

4.4    It is a condition that in renting or using any Parish Premises, the user / hirer will ensure that a attendance register is maintained along with an incident record book. This book will record a description along with



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time and date of any incident. The book should also indicate what action was taken.

- 4.5 It is a condition that in renting or using any Parish Premises, the user / hirer will make available for inspection, a copy of their own child protection policies. Alternatively, the user / hirer will confirm in writing that they have made themselves familiar with the latest version of the Parish's Child Protection Procedures.
- 4.6 Users / hirers will be advised that their activities may be subjected to ad hoc inspections by child protection officers.

## 5. REVISION

<b>Rev</b>	<b>Date</b>	<b>Comment</b>
0	01.05.07	New
1	12.12.08	Procedural review
2	07.12.09	Procedural Review
3	28.02.10	Procedural Review
4	17.03.10	Procedural Review
5	28.08.11	Procedural Review
6	07.10.13	Procedural Review
7	01.01.15	Procedural Review
8	01.01.17	Procedural Review
9	01.01.19	Procedural Review
10	24.02.21	Procedural Review
11	01.05.22	Procedural Review
12	01.06.23	Procedural Review